

**SUPPLY  
TECHNICIAN  
GS-2005-05**

**FINANCIAL  
MANAGEMENT**

**I. POSITION AND ORGANIZATION INFORMATION****Position:**

Supply Technician, GS-2005-05

**Purpose of position:**

The purpose of the position is perform supply support work.

**Organization:**

Financial Management Branch

**Organization goals:****II. MAJOR DUTIES****A. Duty (Critical):**

Makes purchases of specific, clearly defined items or services, using standard purchase methods from existing GSA approved vendors. Goods and services purchased are valued in excess of \$2500 but less than \$100,000. Items not available from a GSA approved vendor will be validated and forwarded to CNRSW for procurement. (40%)

**Tasks:**

1. Determines any additional information needed to support or complete purchase request.
2. Coordinates with requesting office to obtain additional information determined necessary to support or complete purchase request.
3. Determines if request or portion thereof can be met from Government sources.
4. Determines appropriate commercial sources.
5. Determines extent of competition required.
6. Determines methods of solicitation.
7. Advise customers of delivery status
8. Process obligations and resolve exceptions
9. Solicits competitive offers.
10. Documents all recommendations and actions.
11. Compiles statistics and prepares recurring reports on purchasing activities.

**Selected Staffing KSAs:**

**B. Duty (Critical):**

Administers the government credit card program purchases for clearly defined items with limited problems. Program oversight and administration is in support of other NAS Lemoore departments and the MEO. (40%)

**Tasks:**

1. Reviews credit card procedures employed at NA Lemoore departments and MEO for compliance with appropriate rules and regulations.
2. Review the status of each account at least monthly and provide appropriate reports
3. Investigate and resolve all overdue balances and other noted problems.
4. Process credit card applications for card holders and approving officials
5. Assist card holders in efforts to balance accounts
6. Ensure fiscal obligations are properly posted in the appropriate database or automated system
7. Resolve non-standard discrepancies and processing exceptions

**Selected Staffing KSAs:****C. Duty (Non-Critical):**

Provide backup support to other positions within the division on an as needed basis. (e.g. vacation, TAD, etc) Positions supported include other Supply Technician GS-2005-05 and Accounting Technician GS-525-05 level work. (10%)

**Selected Staffing KSAs:****D. Duty (Critical):**

Uses knowledge of standardized supply regulations to perform a variety of technical support duties related to maintaining property accounts and records, completing individual transactions, providing customer assistance. Provides services to furnish offices and makes minor repairs of office machines. (10%)

**Tasks:**

1. Updates databases with information provided from various sources. Databases include information relevant to furniture inventory and distribution, and secure container/safe locations.
2. Retrieves and uses data to respond to issues.
3. Design layouts for office furniture allocations.
4. Order, receive, deliver, install and setup furniture.
5. Makes minor repairs to office machines.

6. Searches different areas of databases to extract information to resolve data discrepancies, respond to questions, provide status, verify information, and other related functions.
7. Resolves problems by applying regulations and precedent actions, and other general guidelines.

**Selected Staffing KSAs:**

**III. KNOWLEDGES, SKILLS AND ABILITIES (KSAs)**

**A. Selected Staffing KSAs:**

1. No Staffing KSAs were selected

**B. Basic Training Competencies:**

1. Knowledge of purchasing regulations and procedures
2. Knowledge of Price Evaluation Techniques
3. Knowledge of market sources and operations
4. Ability to communicate orally
5. Ability to communicate in writing
6. Ability to access or locate information through the use of a personal computer or terminal
7. Skill in using a keyboard; a qualified typist not required
8. Knowledge of administration of small purchases
9. Practical knowledge of supply regulations, policies, procedures, techniques and methods applicable to assigned support duties
10. Knowledge of policies and procedures for requisitioning and issuing equipment and supplies
11. Knowledge of requirements and procedures for maintaining files of supply documents
12. Ability to prepare supply documents
13. Ability to compile and organize supply data
14. Knowledge of general office administrative and clerical procedures
15. Ability to maintain good working relations

**IV. CLASSIFICATION FACTORS**

**Factor 1. Knowledge**

**Level 1-3 (350 Points)**

1. Knowledge of standardized supply regulations, policies, procedures, or other instructions relating to the specific functions assigned. Familiarity with one or more automated data bases to enter, correct, and retrieve recurring reports and to structure and retrieve specialized reports.

Thorough knowledge of governing supply regulations, policies, procedures, and instructions applicable the specific assignment.

2. Knowledge of standard purchasing regulations, policies and procedures, including frequently used and easily understood ones related to required sources, use of mandatory schedules, and ordering and documentation procedures for routine purchases. Knowledge of common business practices.

3. Knowledge of standard price evaluation techniques.

4. Knowledge of commercial commodities and established markets sufficient to advise customers of product characteristics such as available sizes, quantities, brands, packaging characteristics, sources of supply and common quality measures or ratings.

5. Knowledge of procedures for administration of small purchases sufficient to resolve typical problems with deliverables, such as differences in prices and quantities, or to recommend and prepare no-cost cancellations of purchase orders.

**Factor 2. Supervisory Controls**

**Level 2-3 (275 Points)**

The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists the employee with unusual situations which do not have clear precedents. In some circumstances, the employee works independently from the supervisor or specialist in a remote location. Contact with the supervisor is infrequent, although usually available by telephone and periodic on-site visits.

Continuing assignments are usually performed with considerable independence. The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. When the employee assists a supply specialist in performing segments of more complex technical operations, the work may be subject to closer technical guidance and control.

Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

**Factor 3. Guidelines**

**Level 3-2 (125 Points)**

Procedures for doing work have been established. A number of specific guidelines are available in the form of supply regulations, policies and procedures. Number and similarity of guidelines and work situations require the employee to use some judgment in locating and selecting most appropriate guidelines, references and procedures for application and in making minor deviations to adapt guidelines in specific cases. Employee may also determine which of several alternatives to use. Situations to which existing guidelines cannot be applied and significant proposed deviations are referred to supervisor.

**Factor 4. Complexity**

**Level 4-2 (75 Points)**

Duties consist of related steps, processes, or methods, such as performing routine aspects of technical supply management functions in support of a specialist. Employee decides what to do by recognizing the existence of and the differences among a few easily recognizable situations and conditions, and by choosing courses of action from among options related to specific assignments. Employee uses different sources of information and performs different kinds of transactions and entries.

**Factor 5. Scope and Effect****Level 5-2 (75 Points)**

Work involves execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or a project of broader scope, such as when assisting a higher grade employee. Work affects accuracy, reliability, or customer requirements in supported organizations and other supply units.

**Factor 6. Personal Contacts****Level 6-2 (25 Points)**

Contacts are with employees in the same agency, but outside the immediate organization. Persons contacted generally are engaged in different functions, missions, and kinds of work, such as representatives from various levels within the agency or from other operating offices in the immediate installation and/or with members of the general public in moderately structured settings, as with vendor employees concerned with the status of orders and shipments.

Contacts are with members of the general public as individuals or groups, in a moderately structured setting (i.e., they are usually established on a routine basis at the employee's work place or over the telephone, the exact purpose may be unclear at first, and one or more of the parties may be uninformed concerning the role and authority of other participants). Typical contacts at this level are employees at approximately the same level of authority in shipping companies, vendor employees concerned with the status of orders or shipments, and others at comparable levels.

**Factor 7. Purpose of Contacts****Level 7-1 (20 Points)**

Purpose of contacts is to obtain, clarify, or exchange facts or information, regardless of the nature of those facts, which may range from easily understood to highly technical.

**Factor 8. Physical Demands****Level 8-1 (5 Points)**

Work is primarily sedentary. Employee may sit comfortably to do the work. There may be some walking, standing, bending, carrying of light items such as papers, books, or small parts. No special physical demands are required to perform the work.

**Factor 9. Work Environment****Level 9-1 (5 Points)**

Employee typically works indoors in an environment involving everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms. Observances of normal safety practices with office equipment, avoidance of trips and falls, and compliance with fire regulations are required. The area is adequately lighted, heated, and ventilated.

**V. CLASSIFICATION SUMMARY****In this position:**

Duty A. 40% GS-1105-05 Purchasing Agent  
Purchases Equipment, Commodities, or Services

Duty B. 40% GS-1105-05 Purchasing Agent  
Administers Purchases

Duty C. 10% GS-User defined duty. Not classified by system. The final grade may or may not be appropriate.-  
Provide backup support

Duty D. 10% GS-2005-05 Supply Technician  
Data Entry and Retrieval

**List of Modified Duties and Factors:**

Duty A. has been edited. The final grade may or may not be appropriate. The factors have not been changed.

Duty B. has been edited. The final grade may or may not be appropriate. The factors have not been changed.

Duty C. has been added.

Duty D. has been edited. The final grade may or may not be appropriate. The factors have not been changed.

Knowledge 1 has been edited.

U.S. Office of Personnel Management (OPM) Published Classification Standards (PCS), Supply Clerical and Technician Series, GS-2005, Transmittal Sheet (TS) 115, May, 1992. The OPM Typing and Stenography Grade Evaluation Guide and the Office Automation Grade Evaluation Guide, dated November 1990 (TS-100), were also referenced, especially for titling guidance.

U.S. Office of Personnel Management (OPM) Published Classification Standards (PCS) for Purchasing Series, GS-1105, Transmittal Sheet (TS) 122, March, 1993.

GS-05 Point range: 855 - 1100

Total Point: 955

Grade: GS-05

**VI. CLASSIFICATION REMARKS:**

The primary purpose of this position is to provide procurement services for items costing more than \$2,500, provide general oversight/administration of the gov't credit card program and manage the furniture inventory and distribution throughout the station. As such the duties combine the skills of a purchasing agent, supply tech and accounting tech. However the common thread is the performance of technical supply support work necessary to

ensure the effective operation of on-going supply operation. (in-so-much as the purchasing and advisory responsibilities are in lieu of a Supply Department under the MEO). Therefore, the 2005 series is selected as the best and most appropriate standard.

Modifications to standard COREDOC duties were significant but are consistent with the Grade Level Guide for Clerical and Assistant Work (TS-91) at the GS-5 level.